NRCS

Natural Resources Conservation Service
6200 Jefferson Street NE, Room 305
Albuquerque, New Mexico 87109
Phone: (505) 761-4400 **Fax:** (505) 761-4463
Web site: www.nm.nrcs.usda.gov

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NEW MEXICO BULLETIN NO. 360-9-01

SUBJECT: PER – MANDATORY TRAINING FOR FISCAL YEAR 2009 (FY-09)

TO: All NRCS Employees and Partners

DUE DATES:

NOVEMBER 30, 2008, JANUARY 31, 2009, MARCH 31, 2009 AND MARCH 31, 2009

Purpose. To remind NRCS-New Mexico federal employees, partners, contractors, and volunteers of the deadlines for completing mandatory training.

Expiration Date. June 30, 2009.

Background. The Natural Resources Conservation Service (NRCS) requires mandatory training every fiscal year on subjects such as Ethics and Information Security and Privacy Awareness. The National Bulletins listed below provide specific courses that must be taken along with the due dates for completing the courses.

- **National Bulletin 360-9-6 PER - Annual Ethics Training.** Each calendar year employees who are required to file the OGE Form 450 report must also complete ethics training by November 30, 2008 (5 CFR Part 2638.705). For those NRCS employees that are required to file an OGE Form 450, three Ethics courses have been loaded to your Learning Plan in Aglearn. **The due date for completion of this training is November 30, 2008.**

- **National Bulletin 230-9-2 EOP - USDA Annual Civil Rights Training:** Reinventing Diversity for Today's USDA. This years' mandatory Civil Rights training provides an opportunity for all USDA employees, supervisors, and managers to more fully understand their own uniqueness and diversity along with the uniqueness and diversity of others. This training has been loaded to all NRCS employee's learning plan. **The due date for completion of this training is January 31, 2009.**

(MORE)

- **National Bulletin 270-8-6 RM - Implementation of Two-Factor Authentication.** Office of Management and Budget (OMB) Memorandum M-06-16, Protection of Sensitive Agency Information, June 23, 2006, requires the use of a stronger method for confirming a user's identity known as two-factor authentication. The most common control used for accessing USDA systems today is "something the user knows" and that is typically implemented as a user name and password. As the name implies, **two-factor authentication** adds a second security method, typically "something the user has," to the standard practice of requiring a password to log in to a computer system; i.e., your desktop personal computer, laptop, or an online Web site. The "Two-Factor Authentication" course has been added to all NRCS employee's learning plans. **The due date for completion of this training is March 31, 2009.**

- **Information Systems Security Awareness FY-09.** This new course has replaced the old Information Security and Privacy Basics Awareness courses that were required last year. This course has been assigned to all USDA employees, contractors, partners, and volunteers with an existing Aglearn account. We strongly encourage all employees, contractors, partners and volunteers to check their e-Authentication and Aglearn access. If it has been a while since an employee or partner accessed Aglearn, there is a good chance that the password has expired and must be reset. It is best to take the courses as soon as possible so that if an employee or partner encounters a problem with e-Authentication, it can be resolved in a timely manner. The e-Authentication website can be found at http://www.eauth.egov.usda.gov/ for those needing assistance. It is imperative that this training be completed by the due date. Failure to do so will result in loss of computer system access. **The due date for completion of this training is March 31, 2009.**

If you have any questions, please contact any member of the Human Resources staff for assistance.

/s/

DENNIS L. ALEXANDER
State Conservationist